



UTAH STATE DIVISION OF SUBSTANCE ABUSE

ALCOHOL SERVER TRAINING SYSTEM DATA ENTRY FORM

	Last Name	Middle Initial	First Name	Social Security Number	Training Date	Program	Trainer
1							
2							
3							
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Policy For Submitting Data To The Alcohol Server Training System

The Division of Substance Abuse, in conjunction with the Department of Alcohol Beverage Control, has created an internet software application which gives public access to the name of everyone who has completed an alcohol training and education seminar in Utah. The information housed in the system is designed to serve two purposes. First, the software offers a reliable, objective resource for the public domain to verify that an alcohol server has been trained in the responsible service of alcohol. Second, it enhances the state and local governments' ability to ensure compliance with state laws that require the alcohol server training and education seminar.

The Alcohol Server Training System, however, is dependent on the seminar providers reporting the data properly and in a timely manner. State authorities have created a set of requirements for defining exactly what information must be collected and how that information is reported to the Division of Substance Abuse. The requirements are:

[1] The Alcohol Server's **LAST NAME**:

Status (*THE DATA IS REQUIRED*)

The last name must be the Server's full, legally defined last name. No nick name, initial, abbreviation, etc., will be accepted.

[2] The Server's **MIDDLE INITIAL**:

Status (*THE DATA IS RECOMMENDED*)

The middle initial must be the exact first letter of his or her full, legally defined middle name. If the Server has no middle name, then the Division of Substance Abuse will still accept the remainder of his or her certification information.

[3] The Server's **FIRST NAME**:

Status (*THE DATA IS REQUIRED*)

The first name must be the Server's full, legally defined first name. No nick name, initial, abbreviation, etc., will be accepted.

[4] The Server's SOCIAL SECURITY NUMBER:

Status (*THE DATA IS REQUIRED*)

The social security number is the actual number issued by the federal government. No other kind of number may be substituted for it. (The social security number will not appear in its complete form on the internet.)

[5] The Server's TRAINING DATE:

Status (*THE DATA IS REQUIRED*)

The training date is the date the Server completed and passed a State certified alcohol training and education seminar.

[6] PROGRAM:

Status (*THE DATA IS REQUIRED*)

The Program is the name of the State certified training and education seminar that the Server has completed.

[7] TRAINER:

Status (*THE DATA IS REQUIRED*)

The Trainer is the name of the individual who taught the State certified training and education seminar to the Alcohol Server.

Each of the above mentioned data items must be recorded, with the exception of the Server's middle initial if it does not exist, and submitted to the Utah State Division of Substance Abuse with the accompanying fee of \$2.50 for each Alcohol Server before he or she is formally registered in the database system. The Division of Substance Abuse will **not** add a Server's certification information to its internet application unless **all** of the required information is included.

Rule 544-5-4(A) requires the Alcohol Server Trainer to report the server training session information to the Division of Substance Abuse within thirty days of the training date.

The Division's address is:

**Department of Human Services
Division of Substance Abuse
120 North 200 East
Room 201
Salt Lake City, UT 84103**